



Sveučilište Jurja Dobrile u Puli/Juraj Dobrila University of Pula

FACT SHEET 2021./2022.

Full legal name of the institution	Sveučilište Jurja Dobrile u Puli/ Juraj Dobrila University of Pula
Rector	prof. dr. sc. Marinko Škare
ERASMUS code	HR PULA01
University PIC number	964366435
Organisation ID (OID)	E10156363
Contact information	<p>Juraj Dobrila University of Pula Office for Partnership and Projects</p> <p>Incoming students contact person Expert Associate for International Cooperation and Mobility Diana Kolarik, mag.oec. email: international.office@unipu.hr phone: +385 52 377 088</p> <p>Erasmus Institutional Coordinator Head of the Office for Partnership and Projects Ivona Peternel, PhD email: ivona.peternel@unipu.hr phone: +385 52 377 557</p> <p>Zagrebačka 30, 52100 Pula, Croatia</p>
Institution's web site	www.unipu.hr



Sveučilište Jurja Dobrile u Puli/Juraj Dobrila University of Pula

<p>Incomings web site</p>	<p>https://www.unipu.hr/en/visiting-students</p> <p>https://www.unipu.hr/en/international-cooperation/office_for_partnership_and_projects</p>
<p>Nomination procedure</p>	<p>https://www.unipu.hr/en/visiting-students/nomination_procedure_for_erasmus_incoming_students</p> <p>Nomination deadline for autumn semester: June 1st Nomination deadline for spring semester: November 20th</p>
<p>Application procedure</p>	<p>https://www.unipu.hr/en/visiting-students/nomination_procedure_for_erasmus_incoming_students</p> <p>Application deadline for autumn semester: July 1st Application deadline for spring semester: December 20th</p>
<p>Academic contacts ECTS coordinators</p>	<p>List of academic coordinators can be found on the link below: https://www.unipu.hr/en/visiting-students/ects_university_coordinators</p> <p><u>They are in charge for signing Learning Agreement.</u></p> <p>It is recommendation to create Online Learnig Agreement (OLA) by registering on the link below: https://www.learning-agreement.eu/</p>
<p>Housing contact</p>	<p>First three applicants (notice: we are still waiting for decision from Croatian Ministry of Science and Education for dedicated number of places for academic year 2021/2022) of who require a right for accommodation at Student Dormitory will realize the right for one.</p> <p>Policy – „First come first served“.</p> <p>The number of available places for accommodation of students in the summer semester depends on the length of stay of mobility of students who achieved accommodation in the dormitory in the winter semester.</p> <p><u>Please specify in the Application Form that you require placement in the Dormitory.</u></p> <p>Other students can find private accommodation on the website below (advertisement for the property in Istria):</p> <ul style="list-style-type: none"> - Njuškalo - http://www.njuskalo.hr/iznajmljivanje-stanova/istra (look places in the city center, Kaštanjer Vidikovac, Veruda, Monte Zaro) - students can put ad on Facebook page of the University with notice for requirement of private accommodation or roommate - https://www.facebook.com/groups/529165357169070 <p>Office for Partnership and Projects also provide assistance with finding private accommodation.</p>



Student Dormitory	<p>Prior to moving to the Student Dormitory, it is mandatory to submit:</p> <ol style="list-style-type: none">1. ID card2. Medical certificate that there is no contraindication for accommodation in Student Dormitory.3. Confirmation from home University that student is full time student. <p>Student will not be allowed to enter the Student Dormitory without ID card and Medical certificate.</p> <p>General instructions/information about accommodation in Student Dormitory:</p> <ol style="list-style-type: none">1. Electrical appliances (cookers, irons, etc.) are not allowed in the rooms. Students that are accommodated in Student Dormitory can use set board (iron and table) free of charge in the laundry room.2. Students can bring their own computer and connect it to the computer network dorm (wire and wireless). Each student in the room has its own desk and lamp, and each room has a toilet, refrigerator and television. Beds in the Student Dormitory have complete linen (bedsheet), but students can bring their own, if they want to. Students can use the laundry service (washing and drying) within the Student Dormitory. Laundry service is included in the monthly rent.3. Few important tips: Students needs to bring with them selves the cutlery/dinner set (plate, spoon, fork and knife), cups, glasses and other things that they might need.4. Within the Student Dormitory, there is a multimedia classroom and gym which students can use free of charge.5. Kitchenette is located on every floor. Student restaurant (Mensa) is in the proximity of the Student Dormitory.6. Dormitory front desk is open 24 hours. (*this information is changeable)7. The price of accommodation is around 900,00 Croatian kuna (HR KN) per month. You can check currency for every day on the web site of the Croatian National Bank. <p>https://www.hnb.hr/temeljne-funkcije/monetarna-politika/tečajna-lista/tečajna-lista).</p> <ol style="list-style-type: none">8. Student is obligated to stay/pay in the Dorm until the end of semester (autumn semester: <i>under construction</i>/spring semester <i>under construction</i>).9. If student decides to leave Student Dormitory before the final date agreed in the contract between both parties (student and Student Dormitory¹), one is still mandatory to pay for the full rent.
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¹ Final dates will be agreed on between student and Head of the Student Dormitory.



Sveučilište Jurja Dobrile u Puli/Juraj Dobrila University of Pula

	<p>10. Student has right to cancel the reservation for accommodation in Student Dormitory, but it has to be done on time. Deadline for cancelation of accommodation is:</p> <ul style="list-style-type: none"> • autumn semester – to be decided and sent by e-mail to chosen candidates • spring semester – to be decided and sent by e-mail to chosen candidates <p>11. Additional information about Student Dormitory and Student Center Pula students can find on the attached link.</p> <p>(https://www.scpu.hr/hr/pula-student-centre/)</p> <p>Students will be informed about Rules of order in Student Dormitory when the contract with Student Dormitory is signed.</p>
<p>Student psychologist</p>	<p>Jurja Dobrila University of Pula offers the ability for students to turn to student psychologist if they feel the need to.</p> <p>https://www.unipu.hr/studenti/psiholosko_savjetovaliste_za_studente</p> <p>Also, the Office for Partnership and Projects is opened for help and advice for students in need.</p>
<p>Student restaurant</p>	<p>Student restaurant is in the proximity of the Student Dormitory. Student restaurant is divided into restaurant and pizzeria:</p> <ol style="list-style-type: none"> 1. Restaurant has working time for: <ul style="list-style-type: none"> - breakfast (Monday-Friday 7:30–9:00, Saturday 8:00-9:00, not in offer on Sunday and holidays); - lunch (Monday-Saturday 11:30 – 15:30); - dinner (Monday-Saturday 18:00 – 20:00). <p>On Sunday is opened just for lunch in period from 12.00 - 14.00.</p> 2. Pizzeria is working from Monday to Saturday from 11.00 - 20.00. <p>Student will make student x-card, which they can use in Student restaurant. One lunch (soup, main course, salad and dessert) cost 6,50 HR KN (~0,80€).</p> <p><i>* Working hours are variable considering the pandemic covid-19 situation, current information follow on this link</i></p>
<p>X-card (student card, official student document)</p>	<p>Every student is mandatory to make x-card. X-card is confirmation that student has enrolled into Juraj Dobrila University of Pula. With X-card, student will have discount in Student restaurant, for public transportation, bus ticket, cinema etc.</p> <p>Fee for making x-card is 60,00 Croatian kuna (HR KN) and each student is obligatory to pay for it.</p> <p>All support about x-card will be given from Office for Partnership and Projects.</p>



Sveučilište Jurja Dobrile u Puli/Juraj Dobrila University of Pula

<p>Academic calendar</p>	<p>Academic calendar and Teaching plan of academic year 2021./2022. can be found on the official webpage of the Juraj Dobrila University of Pula, Office for Partnership and Projects: https://www.unipu.hr/en/academic_calendar</p> <p>Course catalogue available on the link below: https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students</p> <p>Lectures for Incoming students for autumn semester start in the middle of October, and for the spring semester in the middle of March.</p> <p>University organizes Welcome day for students, which is first official date of the mobility at receiving institution for incoming students. This date considers as first day that student is mandatory to be present at Juraj Dobrila University of Pula, and it will be written as first official day on the Confirmation of Arrival. Welcome day will be announced additional.</p>
<p>National Holidays</p>	<p>National Holidays and non-working days:</p> <p>01.11.2021. – All Saint’s Day 18.11.2021. – Remembrance Day for Homeland War Victims 24.12.2021. - 06.01.2022. – Christmas and New Year holidays 01.01.2022. – New Year 06.01.2022. – Epiphany - Holy Three Kings 17.04.2022. – Easter 18.04.2022. – Easter Monday 01.05.2022. – Labour Day 30.05.2022. – Statehood Day 16.06.2022. – Corpus Christi 22.06.2022. – Anti-Fascist Resistance Day</p>
<p>Croatian language course</p>	<p>Students have opportunity to take free Croatian language course during their stay at Juraj Dobrila University of Pula. The course is held during each semester.</p> <p>Course is <u>not part</u> of the Learning Agreement and does not bring ECTS credits. University will issue Certificate to student after passing the exam.</p>
<p>Learning Agreement and Course catalogue</p>	<p>Learning Agreement is document with which student enrolls certain number of courses and ECTS credits. It is important that Learning agreement is correctly filled and signed by all tree parties, which are:</p> <ul style="list-style-type: none"> • student • home institution coordinator • receiving institution coordinator. <p>Otherwise, document is not valid and it will not take into consideration.</p> <p>It is recommended to register to Erasmus Dashboard platform and create Online Learning Agreement (OLA): https://www.erasmus-dashboard.eu/account/login</p>



	<p>Course catalogue is available on the link below: https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students</p> <p>For other subject areas, students have to contact ECTS coordinators. Professors e-mail addresses are mentioned above.</p>
<p>Registration upon arrival at Police station</p>	<p>1) Registration for students EU nationality is going to be provided by Juraj Dobrila University of Pula upon arrival to Pula. Necessary documents for registration for temporary stay in Pula are:</p> <ul style="list-style-type: none"> - Copy of the ID card/passport – first page (provided by student) - Copy of the European Health Insurance Card (for EU citizens) or Health insurance policy - Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects) - Fulfilled Form 1b - provided upon arrival in our Office for Partnership and Projects <p>2) Registration for students non-EU nationality, within 48 hours after crossing the border, student must register:</p> <p>1. Short term stay registration</p> <p>-> at Police station Istarska (Trg Republike 1, 52100, Pula). Owner of the apartment, along with the student, must do the procedure of registration. Student must fulfill Form 8a ;</p> <p>-> at Police station Istarska (Trg Republike 1, 52100, Pula). Student can do the registration procedure by themselves with signed and verified contract with flatowner. Student must fulfill Form 8a ;</p> <p>-> or do the short registration via eVisitor (tourist registration system).</p> <p>2. Temporary registration</p> <p>2.1. Temporary registration for students non-EU nationality but with regulated temporary stay in EU country</p> <p>-> student must send temporary residence permit card in application procedure</p> <p>Necessary documents for registration for temporary stay in Pula are:</p> <ul style="list-style-type: none"> - Copy of the passport – first page (provided by student); - Copy of the Health insurance policy; - proof of short stay registration; - Temporary residence permit card regulated in EU country; - Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects); - Fulfilled Form 8a - provided upon arrival in our Office for Partnership and Projects. <p>2.2. Temporary registration for students non-EU nationality will be provided by Juraj Dobrila University of Pula upon arrival to Pula.</p> <p>Necessary documents for registration for temporary stay in Pula are:</p>



Sveučilište Jurja Dobrile u Puli/Juraj Dobrila University of Pula

	<ul style="list-style-type: none"> - Copy of the passport – first page (provided by student); - Copy of the Health insurance policy; - proof of short stay registration; - Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects); - Fulfilled Form 1a - provided upon arrival in our Office for Partnership and Projects (for students with not regulated temporary stay in EU country). <p>Process of approving of the temporary residence is taking around one (1) month and during this time, student is not recommended to leave the country of residence (we do not guarantee re-entry into the Republic of Croatia because the approval process is ongoing).</p> <p>After approving temporary residence permit in Croatia (for students with not regulated temporary stay in EU country), student is mandatory to pay: 350,00 HR KN – approval of temporary residence permit; 240,00 HR KN – making of ID card for temporary residence permit; 70,00 HR KN – national landmark; and bring one (1) biometrical picture size 35 x 45 mm.</p>
<p>VAT/OIB number and student x-card for Mensa</p>	<p>Student will receive VAT/OIB number (Personal Identification Number) for Croatia in:</p> <ul style="list-style-type: none"> - Ministry of Internal Affairs – Police station Istarska (for EU citizens) - Tax Office (for non EU citizens) <p>Upon arrival, member from Office for Partnership and Projects will assist in the above mentioned procedure. With VAT/OIB number students will go to University Student Office and receive X card – student card.²</p>
<p>Emergency contacts</p>	<p>Unique European Union Qualification Number – 112</p> <p>Police Department – 192 Fire Department – 193 Emergency Department – 194</p> <p>Istrian Health Centers http://idz.hr/ +385 52 223 770</p>
<p>Useful websites</p>	<p>https://www.pulainfo.hr/ (Pula Tourism Board) www.airport-pula.hr/default.aspx?id=65 (Pula Airport) https://cammeo.hr/en (Taxi Cammeo) https://www.brioni.hr/en-gb/ (Bus company Brioni Pula) http://www.fils.hr/en (Bus company Fils)</p>

² When submitting a request for the original X-card, students will receive temporary X-card which they are obligated to return to the competent service upon receipt of the original X-card.



Sveučilište Jurja Dobrile u Puli/Juraj Dobrila University of Pula

	<p>www.njuskalo.hr/iznajmljivanje-stanova/istra (Private accommodation) https://www.facebook.com/groups/529165357169070/ (Private accommodation)</p>
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